

REQUEST FOR PERSONNEL INFORMATION

The purpose of this form is to request a copy of documentation and/or records maintained in your Official Personnel File. To request a copy of documents in your file, please fill out the following information and fax this form to the number below. If you have any questions, you may contact Human Resources at (304) 480-8276.

NAME (PLEASE PRINT) _____

SSN _____

PHONE # (WHERE YOU CAN BE CONTACTED TO CLARIFY THE REQUEST, IF NECESSARY)

ADDRESS (REQUESTED INFORMATION WILL BE MAILED TO THIS ADDRESS)

SIGNATURE _____

**DESCRIPTION OF THE INFORMATION BEING REQUESTED.
PLEASE BE SPECIFIC.**

PLEASE FAX YOUR REQUEST TO: 304-480-8295.

No agency shall disclose any record, which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains.